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INCORPORATED

TOWN OF ELLINGTON

Human Services Commission

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HOCINE BAOUCHE
YALE CANTOR
TERESA CAVANAGH
JAIME FOSTER
SUSANNE HANNIGAN
RICHARD PETRUCCI

HUMAN SERVICES COMMISSION

Monday, April 11, 2016

Minutes of the Meeting

CALL TO ORDER: The meeting was called to order by Sue Stack, Chairman at 6:07 P.M.

PRESENT: Sue Stack, Richard Petrucci, Jaime Foster, Teresa Cavanagh, Yale Cantor, Sue Hannigan.

APPROVAL OF MINUTES: MOVED (S. HANNIGAN), SECONDED (Y. CANTOR) AND PASSED BY THOSE PRESENT TO ACCEPT THE MINUTES OF THE FEBRUARY 22, 2016 MEETING. RICHARD PETRUCCI AND JAIME FOSTER ABSTAIN BECAUSE THEY WERE NOT PRESENT AT THE FEBRUARY MEETING.

DIRECTOR'S REPORT: MOVED (S. HANNIGAN), SECONDED (J. FOSTER) AND PASSED BY THOSE PRESENT TO CHANGE THE EVENING'S AGENDA AND ADDRESS THE SENIOR CENTER HANDBOOK IN PLACE OF THE DIRECTOR'S REPORT.

UNFINISHED BUSINESS: Board of Finance budget meeting is being held tomorrow night at the high school.

NEW BUSINESS: The Human Services Commission will review in detail the Senior Center Handbook & Operating Procedures draft that has been developed over the past few months. A summary of the suggestions/changes to the handbook that were discussed are as follows:

Page 2: several grammatical changes were recommended. S. Hannigan questioned why membership dues are not being charged at the Senior Center. Doris Crayton explained that in lieu of membership dues fees are collected for certain programs and donations are accepted for transportation. The commission discussed how starting to charge yearly membership dues might affect current members, and all agreed that they would like to revisit this topic in the future.

Page 4: J. Foster requested clarification of the poor personal hygiene rule and questioned who would enforce it. Doris explained that the staff will enforce this and that it is a general rule at surrounding senior centers. She explained that the staff will have a discussion with the member and, if necessary, refer the member to the visiting nurse. J. Foster expressed concern over individuals with poor personal hygiene being kicked out instead of getting the help they need. She made note of a suggestion on changes to the wording in that section. Code of Conduct Section A, T. Cavanagh suggested removing the sentence "Sometimes, however, a small percentage of individuals may create problems".

Page 5: J. Foster suggested clarifying the Code of Conduct, Rule 1, to make it clear that in the event an individual is asked to leave the premises their emergency contact will be notified. J. Foster suggested under Number 11, changing “may be” necessary to “when” necessary.

Page 6: J. Foster suggests to add “when possible” to the end of the sentence referring to conversations being handled confidentially.

Page 8: Research Policy, J. Foster suggests putting in a bullet point concerning “only IRB approved research projects” being allowed to conduct research in the senior center. The commission also recommends adding in a section that states that researchers will get permission from the Human Services Commission before conducting research at the senior center.

Page 10: J. Foster suggests removing the second part of (C) regarding choosing handicapped parking according to disability severity because this can not be enforced, also under “regular lunches”, the second and third bullet items will be combined.

Page 12: under “user’s obligations/responsibilities” suggestions were made to clarify wording regarding consequences incurred in the event of damages or rules broken during room rental.

Page 13: under Application and Approval Procedure a suggestion was made to change “will not be approved” to “may not” be approved to room requests submitted less than 2 months in advance.

Page 14: under Section (F) Miscellaneous, item number 2 add “when needed”.

The commission suggested that when the document is sent to a lawyer for review he/she should be asked whether or not everything in the handbook is necessary, and if some things can be combined and/or removed.

ADJOURNMENT: MOVED (Y.CANTOR), SECONDED (R. PETRUCCI) AND PASSED BY ALL THOSE PRESENT TO ADJOURN AT 7:41 P.M.

Submitted by,

Teresa Cavanagh
Secretary